

**Functional Series 500
Management Services**

INTERIM UPDATE 04-09

SUBJECT: Issuance of the revised ADS 501, The Automated Directives System (ADS)

REVISED MATERIAL: This Notice issues the revised ADS Chapter 501 and its new references. The chapter and references have been revised to be more user-friendly. A number of substantive changes to the ADS clearance and issuance process are also detailed.

EFFECTIVE DATE: 07/01/04

ATTACHMENTS:

- [ADS 501 – The Automated Directives System \(ADS\)](#)
- [The ADS Process](#)
- [Timeline: Four-Step Process and Issuing ADS Material \(Directives\)](#)
- [ADS Users Guide](#)

POLICY

USAID/General Notice
M/AS/IRD
07/15/2004

Subject: Revised ADS 501, The Automated Directives System (ADS)

In the interest of improving the ADS clearance process and creating a more user-friendly document, ADS 501, The Automated Directives System (ADS), has been substantively revised. Highlights of the substantive revisions and editorial improvements follow.

1. Summary of improvements:

-- The chapter has been reduced to a summary of the essential points and highlights of key directives policies and procedures.

-- Detailed procedural guidance has been removed from the chapter and placed in a new internal mandatory reference and two additional help guides. Each of these references is aimed at a specific audience. Our goal was to make each reference a user-friendly guide to a specific topic. The references are

- a. The ADS Process, a complete guide to the entire writing, clearing, and issuing process for ADS authors and clearing officials, with clearly labeled sections to enable you to quickly find the information you're looking for.
- b. The ADS Users Guide, which explains the ADS from a user's perspective.

c. Timelines, an outline of the Four-Step ADS Process and Timeline for Issuing ADS Material.

-- Many other editorial clarifications were made throughout the documents, including a rewording of the following statement:

M/AS/IRD Editors review ADS material for grammar, punctuation, ADS format, and plain language. If an edit inadvertently changes the intent of a sentence, M/AS/IRD is available to assist the author with creating a grammatically correct sentence that accurately reflects the policy and procedure. In all other situations, authors are responsible for incorporating M/AS/IRD's grammar, punctuation, format, and plain language edits. Finally, authors must give M/AS/IRD's other queries and comments the same consideration as any other clearing official in the clearance process. (See 501.3.3.4)

-- A definition of substantive changes has been added: Substantive changes alter the meaning or intent of the policy directive or required procedure. If you change what people are required to do or how they are required to do it, you are making a substantive change. (See 501.6)

2. Major substantive revisions to policy and procedure:

-- If a clearing official or designated back-up does not respond to a clearance request within the clearance deadline, that office forfeits its right to clear and comment on that material. (See ADS 501.3.3.1 and The ADS Process, Part II, Section B.1)

-- When sending material out for clearance or re-clearance, if the author does not receive a read receipt or response from a clearing official at the end of three working days, the author must contact the clearing official and ask them to respond to the e-mail. The author must resend the e-mail if they did not receive it the first time. (See The ADS Process, Part II, Section C.1)

-- If an author sends a large amount of material out for clearance at one time, allow clearing officials at least 15 business days to respond, unless the author is under an externally mandated issuance deadline. Clearing officials still have the option of asking for more time, not to exceed five additional business days. (See The ADS Process, Part II, Section A.2)

-- During the clearance process the author may only accept official clearance from the authorized clearing official for a Bureau/Office, unless the official nominates in writing a different individual to clear that document on their behalf. See The ADS Process, Part II, Section A.2)

-- Clearing officials must designate a back-up if they will be out of the office for three days or longer. Using the Out of Office Assistant feature, indicate either who to

contact for all issues (including ADS issues), or who to contact for specifically ADS issues. (See The ADS Process, Part II, Section B.1)

-- Clearing officials must not delete clearance request e-mails before reading them. (See The ADS Process, Part II, Section B.1)

The revised ADS 501 and references are attached.

Point of Contact: Inquiries regarding this notice may be directed to Cynthia Staples, M/AS/IRD, (202) 712-0798.

Notice 0724

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0409_071604_nocd	07/15/2004	07/01/2004	N/A	36	This IU will be cancelled once CD 36 is released.

Iu5_0409_071604_w072004_nocd